

Structure Design Staff Meeting
Wednesday, May 6, 2009
Conference Room C
11:00 AM

1. SafetyDarlene
File cabinets – please have only one drawer open at a time.

The Security Guards hours have changed. There is only one guard here from 10:00 pm – 6 am now. The guard will be stationed in Building B. Each hour the guard is supposed to check the doors in both buildings.

SDU's cell phones were cancelled due to the budget. Please leave an emergency contact number with someone in your group, Darlene or Kristen when going on field trips.

2. Personnel.....Darlene
Furlough money will be deducted in 4 payments (last two paychecks in May and the two paychecks in June). Supervisors are responsible for monitoring their employees' time off (June 1 –December 31, 2009). The 10 hours may not be used to make up current adverse weather balances but can be used for vacation and/or sick leave.

All Field Personnel that typically charge to projects will capture and manage non-project or administrative type cost using "IDOT". If a WBS element can be charged for the activity it should be used. The new structure should only be used to capture non-specific project related costs, such as time for administrative work or training and non-project travel (hearings, training, etc).

Timesheets are due by 9:00 am on Friday.

Currently, we have 177 positions including 25 vacancies, but 3 more positions are being taken away (JCF TT III, NNB TT II, and ORA TT III)

State Health Annual Enrollment kits will be mailed to your home address beginning May, 7th. Annual enrollment is May 11 through May 29. Please complete in ESS (BEACON). The 90/10 Plus plan will no longer be offered, effective July 1, 2009. The State Health Plan will conduct an audit of all dependents covered under the Plan during the 2009 benefit year. The Plan wants to ensure that only eligible dependents are provided coverage under your benefits program. January 1, 2010, routine vision exams will no longer be covered. July 1, 2010, smokers will move into the 70/30 Basic PPO plan. July 1, 2011, overweight individuals (determined by a State Health Plan body mass index chart) will move into the 70/30 Basic PPO plan. If dependents are smokers or overweight, all covered family members and the employee will be moved to the 70/30 plan.

3. PC/CADD Updates..... Bob
New Oce' printer is in. Remove Oce 34 from the printer list – update to new printer.
Logoff but don't turn your computers off on weekends for IT updates.

4. Draft 5 Year Let List Greg
Not official, so don't let currently assigned projects (not shown in the draft) slip.
5. Revised PDA worksheets..... Greg/Tom
Changes to production employees were reviewed:
 - ROW & LET metric targets will be weighted to account for number of structures in I, R, U
 - Design, Draft, Check and Review metric targets will be weighted averages in accordance with revised catalog times and accuracies. Example calculation shown.
6. PDA – Individual Development Plan Greg/Tom
In accordance with the Developing Employees metric, project engineers and team leaders need to collaborate and identify a customized growth plan for each person.
7. PDA – Monitoring Progress..... Greg/Tom
MBWA (manage by walking around). Monitor progress on work tasks, especially important for contribution employees and those that have had problems meeting times on previous assignments. Intercede prior to the number of hours spent exceeding catalog times.
8. PDA – Metric Tom
Need to improve way in which we track PDA metrics.

Key metrics are:

1. Coordination of Preliminary Hydro Survey Report (HSR) and Prep of PGD complete in time.
 - For SX, PGDs done 2 months after receiving the HSR
 - For GS , PGD done within 5 months of receiving Str Recs (We are supposed to receive 0 to 2 mos. After the 'to Hydro' date).
 - For GS w/ I,R,U be flexible on above. GS can almost always be done with Geotech sketches—key is to check vertical clearance.

Every payday Friday turn in the HSR report: For SX, give date when HSR was sent to you; for Grade seps when STR RECS sent to you. Send to Ray Moore and he will compile into one report for me for the following Monday.

2. % Projects let to contract within rating period vs. those planned
 - Projects turned in 14 weeks prior to letting
 - Paul Garrett's group will track this.
3. Per group number of production post-let revisions
Cc: me on correspondence
9. PDA – Quarterly Progress Reviews Greg/Tom
First review date is July 1. All documentation for each employee shall be complied and filed in PDA folder.
10. Railroad..... Allen
For all railroad projects - please make sure that the vertical clearance is adequate over proposed future rails. Assume top of rail elevations to be the same as existing top of rail

elevations. Show the minimum VC at the point over the existing or future rail that controls with offset from centerline of existing rail (if applicable).

All future CSX bridge replacement projects should be designed, if possible, such that no shoring is required adjacent to the operating track. CSX has tightened its construction requirements such that shoring has the potential incur a great deal of cost for the Department through the exclusive use of cofferdam style shoring and track monitoring.

11. Engineering DevelopmentBrian/Gichuru
Handout for constructability for steel plate girder superstructures.

Coordinate with Hydraulics and attempt to eliminate or minimize closed drainage systems. On new or current project plans – let David Stark look at and make suggestions for improvements on how to save costs on the drainage system.

12. Field Scoping Meetings for Pilot ProjectsTom
Last Wednesday went to first Field Scoping Meeting (FSM) in Beaufort County for Projects B-4418 and B-4421.

Neb Bullock and Doug Calhoun discussed observations of the FSM. They stated that it would be helpful to have the Preliminary Hydraulic Information letter (from Hydraulics to PDEA Bridge Unit) and the preliminary span arrangements prior to meeting. Tom stated that Neb and Doug actively participated in the scoping, to the betterment of the project.

Project Engineers need to speak up at meetings to be sure structure is appropriate size, type, cost, etc. This is the time to question span arrangements, need for on-site detour, etc., as significant efforts/costs have not been have invested by the various disciplines. These projects should often involve fast-track construction (less than 4 month road closure). Point out the cost advantages over an on-site detour, and if replace-in-place question the feasibility of build new beside existing structure to avoid staging and detour bridges. Be well prepared prior to the meeting and responsive to Division's requests.

13. Other
Employee Appreciation – After the meeting, a date of May 21 was set.

If drilled piers are being suggested for cored slabs box beams let Tom or Greg know (as early as possible)- so that alternate types can be explored.

Prestressed girder program doing something weird – check designs and make sure – cored slab tripping over into box beams section – let Engineering Development know.